

HOUSING AUTHORITY OF THE CITY OF BREMERTON
Kitsap County, Washington
October 1, 1993 Through September 30, 1994

Schedule Of Federal Findings

1. Internal Controls Over Waiting Lists Should Be Improved

The housing authority did not have adequate records to document the order of selection for admitting eligible families for Public and Section 8 housing.

- a. Waiting lists were not adequately documented to determine that applicants were selected in the correct order. Written lists were not edited on a timely basis.
- b. Section 8 waiting lists were separated by predetermined program unit size distribution. PHA Circular 94-58 required the housing authority to discontinue categorizing families by bedroom size.
- c. Residents of the Firs, a Section 8 New Construction project, who were unhappy with an increase in meal charges were allowed to move to other projects ahead of those families already on the waiting list for those units.

HUD handbook 4350.3 CHG 24, paragraph 2-29 requires that in the absence of federal, state, or local preferences, applicants are to be selected according to date and time of applications received. Local preferences may be applied as long as they are "... Specified in a written tenant selection plan"

When HUD regulations are not complied with, the program objectives of HUD, as stated in the annual contract with the housing authority, may not be met. Further, the lack of adequate documentation supporting placement on and selection from waiting lists could allow errors or abuse of the system to occur and not be detected by management in a timely manner.

The housing authority is converting computer systems and is waiting for this conversion to be completed before changing their procedures for the Section 8 waiting list.

We recommend the housing authority:

- a. Comply with its tenant selection policies.
- b. Document all changes to the waiting lists. Prior to running the next month's waiting list edits should be made.
- c. Obtain a waiver from HUD, exempting them from the regulations for Section 8 until they are able to comply.